
Employment Opportunity

Position:	Billing Specialist						
Reports To:	Manager of Finance and Accounting						
Department & Location:	Department 30 - Waynesville, NC						
Position Description:	<p>Objectives of the position include:</p> <ul style="list-style-type: none">- to provide accurate and efficient input of data into billing system- to operate the meter reading system to insure a prompt, accurate and efficient billing service that will result in maximum service to member-owners with minimal complaints. <p>A full description of the position's duties and responsibilities is located on Haywood EMC's website at https://www.haywoodemc.com/employment.</p>						
Education & Experience Requirements:	<p>High school diploma or equivalent and two years of experience in billing/collections. Prefer candidate with associate degree or higher in accounting or finance.</p> <p>Candidate must:</p> <ul style="list-style-type: none">- have a thorough knowledge of data processing and data processing equipment (printers, tape drives, disk drives, and remote terminals).- have the ability to use computer hardware and software to the degree necessary to perform the requirements of the position. Word processing abilities are required along with a general knowledge of personal computers including how to operate the current version of Windows.- be able to read, write, speak and understand spoken English.- be able to plan and organize workload. Must be able to balance multiple priorities and multitask in a fast-paced environment. Must be able to meet deadlines and handle stress.- possess and be able to apply general math skills.- be able to perform detailed work with a high degree of accuracy.- have excellent communication skills and the ability to relate to a diverse customer base. Must have particularly good skills in listening, conflict resolution, and dealing with irate customers.- know and be able to interpret all cooperative policies and procedures pertinent to the position. <p>Candidate must live within 30 miles of the Cooperative's headquarters (376 Grindstone Rd., Waynesville, NC)</p>						
Special Working Conditions:	Position is subject to call-in during major outages or emergencies and is expected to report to work during periods of inclement weather. Position may require occasional overnight travel and overtime as the workload requires.						
Starting Salary:	\$19.82-24.78/hour						
Application Requirements:	<p>Submit completed application to:</p> <table><tr><td>Human Resources Department</td><td>NCWorks Career Center</td></tr><tr><td>376 Grindstone Road</td><td>1170 N. Main Street</td></tr><tr><td>Waynesville, NC 28785</td><td>Waynesville, NC 28786</td></tr></table> <p>Internal candidates must submit Request to Transfer form, resume and over letter to Human Resources Department.</p>	Human Resources Department	NCWorks Career Center	376 Grindstone Road	1170 N. Main Street	Waynesville, NC 28785	Waynesville, NC 28786
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Application Deadline:	Friday, May 14, 2021						

Haywood EMC is an Affirmative Action and Equal Opportunity Employer.

All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or veteran status. Pre-employment/post-offer physical exam, drug screen and criminal background checks are required. Haywood EMC participates in the federal E-Verify program.